

# **Minutes**

## **LAND INFORMATION COUNCIL**

### **Wednesday, July 14, 2010**

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1. Meeting was called to order at 2:00 p.m.

2. Establish a Quorum / Introductions

Members present: Tom Haight, Tim Ullman, Holly Hansen, Carey Petersilka, Jay Zahn and Brian Frisque. Ann DeMeuse was excused; Richard Haines and Bob Starr were absent.

Also present were: County Board Chairman Leo Zipperer and Admin. Assistant Lori Holtz.

3. Elect Chair

Motion by Hansen, seconded by Zahn, to nominate Tom Haight as Chair.

Motion by Zahn, seconded by Hansen, to close nominations and cast a unanimous ballot for Tom Haight for Chair. Motion carried.

4. Elect Vice-Chair

Motion by Ullman, seconded by Zahn, to nominate Holly Hansen as Vice-Chair.

Motion by Zahn, seconded by Frisque, to close nominations and cast a unanimous ballot for Holly Hansen for Vice-Chair. Motion carried.

5. Review purpose of Land Information Council

Haight reviewed County Board Resolution 2010-63, which listed the 'primary functions of the Land Information Council are to review the priorities, needs, policies of, and advise the County on matters affecting the land information office.'

Zipperer asked if these as a stand-alone committee or will it report to Information Systems (IS) Committee

Haight stated that he sees this as an advisory committee to I.S.

6. Review Land Information Modernization (LIM) Plan - Five-Year Plan

Haight noted the creation of the Land Information Council was good timing since it is the same time as the update of the Five-Year Plan.

Haight outlined the planning process: He met individually with those listed as the Plan Participants; drafted the first version; met with everyone for input, and followed-up with a group meeting towards the end of June. There were only a few edits.

Haight went over a quick overview of each section of the Plan (allowing for input and questions):

- I. Executive Summary
- II. Land Information Modernization and Integration Plan
  - A. Goals and Objectives
  - B. Progress Report on Ongoing Activities
  - C. New Initiatives
  - D. Custodial Responsibilities

- E. Foundational Elements and State-wide Standards
- F. Public Access Integration and Cooperation
- G. Communication, Education Training and Facilitated Technical Assistance
- H. Administrative Standards Not Associated with Foundational Elements

Haight said he will appendix to the Plan the County Board Resolution that approved the creation of a Land Information Council. The Information Systems Committee will next approve the Plan, and then it will be sent to the State. After State approval it comes back and will be sent on to County Board for approval.

#### 7. Review 2011 LIO Budget

The Register of Deeds fee structure has changed, and as a result more money should come into the County's General Fund and LIO Accounts. Haight said he signed the state Wisconsin Land Information Program (WLIP) Base Budget Grant of over \$5000 for software maintenance. Next year, the County anticipates to retain fees collected above \$50,000 and would no longer be eligible for the WLIP Base Budget grant. Haight reviewed expenditures that included software maintenance, conference fees and training, miles, meals, lodging, computer outlay for land departments, and aerial photography.

A question was asked about GPS and discussion was held. Ullman stated that hand held GPS units are now beginning to be used regularly for collecting data into the County's Geographic Information System (GIS). However, if deeds, surveys, and property descriptions aren't lining up, it's more complex than a GPS issue as Real Property Listing needs to reflect the recorded documents.

Frisque said it's a good system in place now, but he can see it progressing.

Hansen said the monumentation contract is up for review every three years and it does need to be looked at for the coming year. It is now in maintenance mode and this will probably save money for the county.

Frisque noted that all the other counties he's worked with have a County Surveyor, and said he could see it coming to that point.

Regarding Pictometry (aerial photography), Haight said they are planning for another fly-over for next year. The Planning Department has an interest in shoreline imagery. More details need to be worked out ... as Haight will meet with Planning Director Goode to define a project scope and then contact the vendor about feasibility and pricing.

#### 8. Discuss Meeting Frequency & Duration

Haight said he anticipates two meetings per year ... one prior to budget and one early in the year. This will allow the opportunity to identify projects and purchases for the upcoming year and yet not be over-burdening for Council members. The meeting at the beginning of the year will also be an opportunity to share information and gain interest about the WLIA annual conference (often held in late February). Meetings will be held at those two general time frames and continue to be scheduled one hour before a regularly scheduled Information Systems Committee meeting. Council members can also let Haight know if they have something that needs to be discussed by the Council that may warrant an additional meeting.

#### 9. Adjourn

Motion by Zahn, seconded by Frisque, to adjourn. Motion carried. Time: 2:50 p.m.  
Recorded by Administrative Assistant Lori Holtz.